



DEPARTMENT OF THE ARMY
ASSISTANT CHIEF OF STAFF FOR INSTALLATION MANAGEMENT
600 ARMY PENTAGON
WASHINGTON DC 20310-0600



Army Facilities Policy Division

19 JUN 2003

Ms. Suellen Mattison
Office of Personnel Management
Standards, Competencies, and Assessment
Development Group
1900 E Street NW, Room 6H31
Washington DC 20415

Dear Ms. Mattison:

This is to confirm your "tentative" acceptance to be a guest speaker at the 2003 Army Fire and Emergency Services general session on Monday, 25 August 03 in Dallas, Texas (Enclosure). Our Army session will be held with the Department of Defense (DoD) and International Association of Fire Chiefs (IAFC) Conference, 21-28 August 2003.

You will be providing an update of the GS-081 Fire Prevention and Protection Standard recognizing the additional emergency medical services and hazardous materials duties performed by federal fire departments. We expect approximately two hundred (200) attendees.

Please send a short bio and synopsis of your presentation to Mr. Bruce Park, email address is bruce.park@hqda.army.mil by 1 August 2003. You may pick up your guest speaker badge from our International Association of Fire Chiefs (IAFC) liaison, Ms. Michele McVay, at the DoD registration booth in the Adams Mark Hotel, Dallas, Texas. Also, please contact Ms. McVay phone number 703-273-9815, ext 301, can assist you for any logistical requirements. Mr. Park, 703-428-6174, is also available to assist you with any questions. We look forward to your attendance and participation as a guest speaker.

Thanks.

Sincerely,

John B. Neger
Director, Facilities and Housing

Enclosure